

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

**Department of Human Resources**

**400 Stewart Avenue – 2<sup>nd</sup> Floor**

**Training Room #4**

**Las Vegas, Nevada**

**CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>**

**AGENDA**

**DATE: June 22, 2011**

**TIME: 4:30 p.m.**

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: June 08, 2011
- IV. BUSINESS
  - A. ELIGIBLE LISTS TO BE CERTIFIED
    - 1. Construction Inspector I – Promotional
    - 2. Records Technician I (Part-time) – Open
  - B. JOB DESCRIPTIONS
    - 1. Buyer/Senior Buyer (X), formerly Buyer I/II/Senior (X) - Revised
    - 2. Contracts Assistant, formerly Contracts Technician I/II (X) - Revised
    - 3. Information Technologies Support Supervisor, formerly Desktop Computer Support Supervisor - Revised
    - 4. Land Survey Associate - Revised
    - 5. Land Survey Crew Leader, formerly Survey Crew Leader - Revised
    - 6. Land Survey Technician, formerly Survey Technician - Revised
    - 7. Land Surveyor - Revised
    - 8. Security Systems Technician - Revised
    - 9. Senior Contracts Assistant, formerly Senior Contracts Technician - Revised
    - 10. Senior Information Technologies Support Technician, formerly Senior Microcomputer Specialist – Revised
- V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED
  - 1. NONE
- VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of NV, Grant Sawyer Building, 555 East Washington Avenue  
Senior Citizen Center, 450 East Bonanza Road  
Clark County Government Center, 500 South Grand Central Parkway  
Bulletin Board, City Hall Plaza (Next door to Metro Records)  
City Hall Plaza, Special Outside Posting Bulletin Board  
City Hall 2nd Floor, Human Resources Posting Bulletin Board